



Parks & Recreation Board MEETING NOTES

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	9.12.16 7:00 PM
LOCATION	Sherwood City Hall
FACILITATOR	Kristen Switzer
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

Parks & Recreation Board	Council Liaison
X Eric Kneifel, Chair	X Jennifer Kuiper, City Councilor
X John Clifford	
X Sarah Hagen	
X Mike Jackson	
X Adam Best	
X Mike Bowcut	
X Dave Sorensen	
X Brian Amer	
X Marney Jett	
	City Staff
	X Kristen Switzer, Community Services Director
	X Kelsey Beilstein, Administrative Assistant II
	X Craig Sheldon, Public Works Director

MEETING NOTES

1. Call to Order/Roll Call (Kneifel)
 - The meeting was officially called to order at 7:01 pm.
2. Adjustments to the Agenda (Kneifel)
 - None
3. Citizen Comment (Kneifel)
 - None
4. Approval of Minutes (Kneifel)
 - ***Jett moved to approve the June and August 2016 minutes. Seconded by Clifford. All in favor; motion passed.***
5. Cedar Creek Trail Project Update (Switzer for Miller)
 - Project 1 (SW Murdock Roundabout to 99W) design and construction: The City has received the comments back from ODOT on 30% design and CH2M is moving forward with the 60%.
 - There are a few minor issues concerning ADA compliance for the trail, but resolvable so the project can stay on schedule.
 - 60% design submittal is scheduled for September 28

6. Woodhaven Park- Phase II Update (Switzer)

- Switzer announced that construction is well underway; the path and parking lot are cut out and graded.
- It was asked if there is going to be added maintenance after phase II completion. Sheldon explained that with more amenities coming and having to go with chips for the path, it will take more maintenance, but not much.
- It was asked when the project completion is expected. Sheldon answered that it is projected for November, but it is weather dependent.
- It was asked if there will be anymore road closures. Sheldon answered that there will be no more closures related to this project.

7. Park Overview and Maintenance Projects 2016/17 (Sheldon)

Sheldon presented a Power Point presentation (see Exhibit A)

- It was asked if the turf has any carcinogens. Sheldon explained that research had shown that it is safe, but there are still arguments on both sides.
- It was asked what the lifespan of the turf fields are. Sheldon explained that the lifespan is 10-12 years and the High School field went in in 2005. The High School field will be replaced this season.
- It was asked if there was a grant awarded to pay for park signage. Sheldon confirmed that the Community Enhancement Project Grant was awarded for the Langer and Snyder park signage.
- It was asked if Sherwood Village is the liable party for Langer Park. Sheldon explained that the Sherwood Village HOA and the City both carry insurance to cover liability at the park, but Sherwood Village is ultimately responsible.
- It was asked if the School District's playground equipment is included in the IGA. Sheldon explained that it is not; the District did not want to include it.
- It was asked who is responsible for the City's tennis courts. Sheldon explained that the schools are responsible for theirs and the City's only courts are at Snyder Park.
- It was asked how parks are funded. Sheldon explained that parks are funded through the General Fund and SDCs.
- It was asked if Public Works has a need for more FTE's. Sheldon explained that the department is running well right now, but there will be a need when the Cedar Creek Trail goes in.

8. Tree Removal (Sheldon)

Sheldon presented a Power Point Tree Removal Request (see Exhibit B)

- It was asked how it is decided which grounds the City is responsible for (public vs private). Sheldon explained that most residential green spaces are public, but some commercial and industrial greens spaces are private.
- It was asked if the City can use volunteers to help with clearing needed in green spaces. Sheldon explained that the City uses volunteers as much as possible to help; mostly with replanting trees.
- ***Bowcut motioned to approve the Tree Removal Request. Seconded by Jett. All in favor; motion passed.***

9. Reports

- Parks Maintenance Update (Sheldon)
 - Mowing and over seeding half of the fields in June with the remainder happening into the fall in order to give growth for next year.
 - It was asked who maintains the Community Garden. Sheldon explained that Tammy Steffens, the Volunteer Coordinator, takes care of most of the Garden's needs.
 - It was asked when leaf pickup will be starting. Sheldon answered, in November.
- Recreation Monthly Report (Switzer for Gilgan)
 - **Fields and Gyms (June)**
 - Youth Lacrosse held 6 games in the month of June and held their season ending tournament on the weekend of June 4th.
 - Youth soccer is practicing at Snyder Park every week night.
 - Youth baseball
 - 74 league games
 - Federal Invite tournament on June 4th and 5th with 24 teams for all over the Portland Metro area and as far away as Redland; totaling approximately 48 games.
 - American Invite tournament on June 18th and 19th with 24 teams for all over the Portland Metro area and as far away as Redland; totaling approximately 48 games.
 - Hosted the West Side District tournament on the 24th -26th for the Midget American level.
 - Youth softball finished up their season with 7 league games and tournaments on the weekends of the 4th and 11th. Each tournament had 12 teams from the Portland metro area.
 - The Greater Portland Soccer District rented 6 hours of time at Snyder Park for adult games.
 - Three adult co-ed soccer games were held at the high school during the month.
 - A couple of basketball teams in the gyms during the month as well as a basketball camp at SMS.
 - **Field House (June)**
 - Running 3 adult leagues.
 - The new beverage cooler is working out well.
 - Rentals have slowed way down, which typical for this time of year.
 - **Fields and Gyms (July)**
 - Youth soccer has expanded practices to Edy, Middleton and Snyder Park.
 - Youth baseball finished up league play in July with a few games. They also hosted the Junior American state tournament the weekend of July 14th -17th and the Junior Federal state tournament on the weekend of July 21st -23rd. They will start fall baseball on August 14th.

- The Nike Cup soccer tournament was in town the weekend of July 22nd and played 30 games at Snyder Park and the high school.
- There were a couple of adult co-ed soccer games in town; one each at the high school and Snyder Park.
- The summer basketball teams finished up in early July.
- **Field House (July)**
 - The Field House is still running three adult leagues.
 - Summer Lacrosse was lost and staff is working to see if they will be in in the fall. They are a huge revenue producer.
- **Fields and Gyms (August)**
 - Youth soccer has started all of their practices on almost every field in town.
 - Youth football is practicing at SMS, Archer Glen and Laurel Ridge.
 - Youth volleyball and Youth cheer will both be in the gyms as soon as school starts.
 - Requests have started coming in for fall basketball gym time.
 - Youth Baseball has started their fall ball games on Sundays at Hopkins, LRMS, SMS and Snyder Park.
- **Field House (August)**
 - The three adult leagues are going well.
 - Requests have started coming in for fall/ winter rentals.

Sherwood Field House Monthly Report June 2016					
<u>June-16</u>	<u>Jun-16</u>	<u>-</u>	<u>YTD</u>		<u>Jun-15</u>
<u>Usage</u>		People		People	People
	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	3	360	23	5067	392
Rentals	26	390	833	12465	1215
Other (Classes)					
[1] Day Use	4	38	105	1163	30
Total Usage		788		18695	1637
<u>Income FY 15 16</u>	<u>Jun-16</u>	<u>YTD</u>			
Rentals	\$1,720	\$58,062			
League fees (indoor)	\$4,957	\$77,046	-	-	
Card fees (indoor)	\$260	\$3,763			
Day Use	\$100	\$3,288			
Advertising					
Snacks	\$571	\$5,919			
Classes					
Total	\$7,608	\$148,078			
<u>FY 14 15</u>					
<u>Income</u>	<u>Jun-15</u>	<u>YTD</u>			
Rentals	\$5,050	\$56,859			
League fees (indoor)	\$4,620	\$77,354			
Card fees (indoor)	\$70	\$3,580			
Day Use	\$110	\$2,125			
Advertising					
Snacks	\$115	\$5,471			
Classes					
Total	\$9,965	\$145,389			

*Estimated number of people served.

This ends FY 15/16

Sherwood Field House Monthly Report July 2016					
July-16	Jul-16	-	YTD		Jul-15
Usage		People		People	People
	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	3	336	3	336	221
Rentals	15	210	15	210	1106
Other (Classes)					
[1] Day Use	4	51	4	51	59
Total Usage		597		597	1386
Income FY 16 17	Jul-16	YTD			
Rentals	\$1,070	\$1,070			
League fees (indoor)	\$2,192	\$2,192	-	-	
Card fees (indoor)					
Day Use	\$143	\$143			
Advertising					
Snacks	\$344	\$344			
Classes					
Total	\$3,749	\$3,749			
FY 15 16	-	-			
Income	Jul-15	YTD			
Rentals	\$4,765	\$4,765			
League fees (indoor)	\$1,175	\$1,175			
Card fees (indoor)	\$20	\$20			
Day Use	\$158	\$158			
Advertising					
Snacks	\$64	\$64			
Classes					
Total	\$6,182	\$6,182			

*Estimated number of people served.

Sherwood Field House Monthly Report August 2016					
<u>August-16</u>	<u>Aug-16</u>	<u>-</u>	<u>YTD</u>		<u>Aug-15</u>
<u>Usage</u>		People		People	People
	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	3	336	3	672	221
Rentals	70	910	85	1120	480
Other (Classes)					
[1] Day Use	4	39	8	90	81
Total Usage		1285		1882	782
<u>Income FY 16 17</u>	<u>Aug-16</u>	<u>YTD</u>			
Rentals	\$4,290	\$5,360			
League fees (indoor)	\$5,370	\$7,562	-	-	
Card fees (indoor)	\$70	\$70			
Day Use	\$106	\$249			
Advertising					
Snacks	\$558	\$902			
Classes					
Total	\$10,394	\$14,143			
<u>FY 15 16</u>	<u>-</u>	<u>-</u>			
<u>Income</u>	<u>Aug-15</u>	<u>YTD</u>			
Rentals	\$1,965	\$6,730			
League fees (indoor)	\$5,807	\$6,982			
Card fees (indoor)	\$70	\$90			
Day Use	\$224	\$382			
Advertising					
Snacks	\$73	\$137			
Classes					
Total	\$8,139	\$14,321			

*Estimated number of people served.

10. Council Update (Kuiper)

- Kuiper reported the following:
 - The Washington County Sheriff spoke at the last City Council meeting about servicing the Sherwood area and provided three options for covering a four hour late night/early morning shift.
 - Sherwood has made a resolution to become a level two HEAL City.
 - Sherwood Citizen's University starts in October and will have two sessions every year.
- It was asked how many Sherwood PD officers cover the late night/early morning shift currently. Kuiper reported that there two currently and those two would be reassigned to a different shift if the Sheriff ends up covering the late night/early morning shift.

11. Other

- Jackson stated that he would like to see a Pickleball Court be made available to the public at Snyder Park.
 - It was asked if the board could request a feasibility study be done on the possibility. Sheldon explained that painting the lines would be easy, but a call should be made to Tualatin to see what costs they have incurred with their courts.

12. Next meeting/adjourn

- Next meeting will be held on October 3, 2016.

13. Adjourned at 8:39 pm